

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday March 26, 2024 - 8:00 A.M.

McMahon

Team Conference Room

1445 McMahon Drive

Neenah (Fox Crossing), WI 54956

AGENDA

1. ROLL CALL

2. **CLOSED SESSION** – The Commission intends to convene into closed session pursuant to Wis. Stat. 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. During the closed session, the Commission will discuss negotiating position relative to the wastewater contract with Sonoco. (Roll Call Vote Required). The Commission will return to open session following the closed session.

3. APPROVAL OF MINUTES

- February 27, 2024 Regular Meeting & Closed Session

4. CORRESPONDENCE

- March 20, 2024 email from Lisa Miotke, WPPI Energy to Rob Franck, NMSC Maintenance Manager.
RE: Annual system-wide test of capacity on March 6, 2024.

5. OLD BUSINESS

6. NEW BUSINESS

- Operations, engineering matters -

- A. McMahon Report – Update and discussion on the following projects with potential action to be taken based on discussions held:

1. Phosphorus Removal & UV Disinfection Equipment
2. Discussion and potential action to have McMahon assist facility staff in developing discharge limits for industrial users

B. McMahon Invoices

#934178	Plant Re-Rate Study	\$ 2,045.00.
#934179	Class A Biosolids Application	\$ 1,277.50.

- C. Discussion on McMahon and MCO invoice approval process with potential action to be taken on matters discussed.

- D. Discussion on Sludge Storage Building Lawn Care with potential action to be taken on matters discussed.

- E. Discussion on Boiler 2 tube replacement with potential action to be taken on matters discussed.

- F. Operating Report for February 2024
 - 1. Operating Report
 - 2. Equipment and Grounds Report

- **Budget, finance matters** -

- G. Accounting Report for February 2024
 - 1. Financial Statements
 - 2. Cash & Investment Report

- H. Update and Discussion on Contract Renewal for the Wastewater Service Agreement between Sonoco/U.S. Paper Mills and the NMSC; with Potential Action(s) to be taken on matters discussed.

- I. MCO Invoices.

#30451	April 2024 Contract Operations	\$148,139.58
#30474	Use of MCO Vehicles – January 2024	\$ 502.97
#30518	Use of MCO Vehicles – February 2024	\$ 292.12

- J. Vouchers – Operating and Payroll Vouchers #140360 thru #140402 in the amount of \$278,645.01 for the month of February 2024.

7. ADJOURNMENT

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday February 27, 2024

Meeting was called to order by Commission President Youngquist at 8:00 a.m.

CLOSED SESSION Motion made/seconded by Commissioners Barlow/Zielinski to convene into Closed Session pursuant to Wis. Stat. 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. During the closed session, the Commission will discuss negotiating position relative to the wastewater contract with Sonoco. Motion carried with 6 votes in favor, 0 against, and 1 member absent on a roll call vote. Meeting convened into Closed Session at 8:01 am.

After discussion, motion made/seconded by Commissioners Barlow/Weyenberg to adjourn the Closed Session and reconvene into Regular Open Session. Motion carried unanimously.

Meeting reconvened into Regular Open Session at 8:44 am.

Present: Commissioners Brandon Barlow, Steve Coburn, Corey Gordon, Anthony Mach, Greg Weyenberg, Dale Youngquist, Raymond Zielinski; Manager Paul Much; Accounting Clerk Melissa Starr.

Also Present: Rob Franck (MCO), Chad Olsen (McMahon), Vanessa Wishart (Stafford Rosenbaum LLP).

Public Forum

No one in attendance for the Public Forum.

Minutes

Meeting minutes. Motion made/seconded by Commissioners Zielinski/Coburn to approve the minutes from the January 23, 2024 regular meeting. Motion carried unanimously.

Correspondence

There was no correspondence to be discussed.

Old Business

There was no old business to be discussed.

New Business

Operations, Engineering, Planning

McMahon Associates Report.

Chad Olsen shared information regarding Clean Water Funding potential as discussed at a previous meeting. A memo with items that would need to be completed and their respective due dates was handed out, and Chad explained that everything would need to be completed as soon as possible. President Youngquist asked about the CWF funding because he heard this cycle was closed. Chad confirmed that at this time, per the DNR representative he worked with, 2026 would be the earliest the project could receive funding. Discussion followed.

McMahon Invoices.

Motion made/seconded by Commissioners Coburn/Weyenberg to approve payment of invoice #933758, Plant Re-Rate Study in the amount of \$372.00. Motion carried unanimously.

Sewer Extension Request.

3rd Addition to the Homes of Freedom Meadows – Manager Much reported all information was submitted and recommends approval of the sewer extension request for the 3rd Addition to the Homes of Freedom Meadows. Motion made/seconded by Commissioner Weyenberg/Mach to approve the sewer extension request for the 3rd Addition to the Homes of Freedom Meadows located in the City of Neenah. Motion carried unanimously.

Operating Report for January 2024

Operating Report.

Manager Much reported the plant is running an elevated mix liquor of 6,500 mg/L to treat the higher loadings the plant has seen over the past few months. Sonoco had higher loadings than usual the last two months, and there were some spills reported from Galloway which also contributed. We will continue to monitor operational data to adjust treatment as needed. Commissioner Mach asked about the Mercury numbers and Manager Much said the lab manager followed up with the area dental offices to ensure proper amalgam disposal.

Equipment and Grounds Report.

Rob Franck reported on Equipment and Grounds items and provided additional details on: Screw pump 3 gearbox bearings were replaced and the screw pump is back in service; Quarterly blower maintenance was completed by Atlas Copco; the WPPI capacity test is scheduled for 3/6, and the WPPI capacity program information has been updated; Boiler 2 had a tube failure for the second time, working with vendors to resolve; both fine screen compactors were cleaned, inspected, and auger brushes were replaced; Replacement pumps and valves for RAS pumps 2 & 6 have been ordered and we anticipate scheduling the replacement in spring; met with communities regarding interceptors and in the next couple of months more information will be available regarding televising.

After discussion, motion made/seconded by Commissioners Zielinski/Coburn to accept the Operations Report and Equipment & Grounds Report. Motion carried unanimously.

Budget, Finance Matters

Accounting Report for January 2024.

Financial Statements. Accounting Clerk Starr reported the auditors were in this past month for the year-end financial audit, and it went well. AT&T credited \$14,669.00 to the NMSC phone bill which reduced the outstanding balance, however, there are still late fees that have not been credited. Clerk Starr contacted the AT&T representative about when the late fees will be removed as well, and is waiting to hear back. The interest rates for the State of WI Investment Pool and ICS CDARS are currently at 5.39% and 5.35% respectively. After discussion, motion was made/seconded by Commissioners Weyenberg/ Zielinski to approve the Accounting Report for January 2024. Motion carried unanimously.

Update on Contract Renewal for the Wastewater Service Agreement with Sonoco/U.S. Paper Mills.

Based on discussion in Closed Session, motion made/seconded by Commissioners Coburn/Youngquist to formally extend the contract with Sonoco through May 31, 2024. Discussion followed regarding timeline and any financial impacts the extension may have. President Youngquist will share the language with Commissioners before it is sent.

MCO Invoices.

#30352	Use of MCO Vehicles – December	\$ 410.80
#30397	March 2023 Contract Operations	\$148,139.58

Motion made/seconded by Commissioners Coburn/Zielinski to approve MCO invoice #30352 and #30397 with payment to be made after March 1, 2024. Motion carried unanimously.

Vouchers.

Operating and Payroll Vouchers #140307 thru #140359 in the amount of \$379,588.33 for the month of January 2024. President Youngquist inquired about the broken check sequence on the voucher list. Clerk Starr explained what she thought caused the break in sequence, but was able to confirm later that it was due to the commissioner payroll checks from December 2023. After discussion, motion made/seconded by Commissioners Coburn/Zielinski to approve operating and payroll vouchers. Motion carried unanimously.

Adjournment

Motion made/seconded by Commissioners Coburn/Weyenberg to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:40 a.m.

President

Secretary